

S= Sat

U= Unsat

Date						Comments
Lighting (interior/exterior)						
Cleanliness						
Glassware condition						
Diffusing louver condition						
Counter-reflector condition						
Wire condition						
Fixture support						
Stanchion condition						
Luminary condition						
Ballast condition						
Timers (exterior lights)						
Junction box						
Switches						
Outlet/cord condition (if applicable)						
Protective cage (if applicable)						
Any other note deficiencies						
Alarm Systems						
Smoke detectors						
Test quarterly (Jan/Apr/Jul/Oct)						
Hard wire conditions						
Housing						
Overall						
Intruder alarm (if installed)						
Test in accordance with mfrs instructions						

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Date						Comments
Doors and Windows						

Windows						
Pane condition						
Screen condition						
Storm windows						
Lock operation						
Frame alignment/condition						
Weather sealing						
Paint/surface						
Blind functions						
Hardware conditions						
Overall condition						
Doors and Hardware						
Lock operation						
Hardware condition and lubrication						
Weather sealing						
Frame alignment/condition						
Door stop placement						
Overall condition						

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Date						Comments
Gas Connections (if applicable)						
Check for odor of gas						Contact gas company immediately
Bubble test for leaks						
Valve condition						
Gas line condition						
Restrooms						
Fire safety						
Positioning of paper/flammable materials away from heat sources						
Frayed wiring						
Visible exit						
Fire extinguisher						
ADA accessibility						
Accessible toilet stall(s)						
Accessible sink(s)						
Accessible mirror(s)						

Handrail stability/condition						
Overall condition						
Plumbing						
Inspect for leakage, corrosion						
Sink(s) and hardware						
Faucet function						
Drain function						
Water flow/pressure						
Overall condition						
Urinals						
Water flow/pressure						
Cap and part condition						
Overall condition						

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Date						Comments
Toilets						
Water flow/pressure						
Cap and part condition						
Seat support condition						
Paper roll condition						
Overall condition						
Soap/paper dispenser						
Overall condition						
Partitions						
Stability						
Surface condition						
Overall condition						
Trash receptacles						
Sanitation condition						
Stability						
Overall condition						
Mirror(s)						
Cleanliness						
Overall condition						

Overall cleanliness						
Fire extinguisher(s) (if applicable)						
Tag currency						
Placement						
Housing condition						
Hose condition						
Overall condition						

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Date						Comments
Office(s)						
Fire safety						
Electrical outlet condition						
Positioning of paper/flammable materials away from heat source						
Accessible route						
Visible exit						
Floor condition						
Walls/ceiling condition						
Furniture: desks, chairs, table, shelves						
Stability						
Surface condition						
Lubrication of hardware						
Overall condition						
File cabinets						
Stability						
Lock function						
Overall condition						
Kitchen						
Fire safety						
Electrical outlet condition						

Positioning of paper/flammable materials away from heat source						
Accessible route						
Visible exit						
Equipment						Consult operating manuals
Oven						
Cooker						
Dishwasher						
Food slicer/chopper						
Freezer						
Refrigerator						
Fryer						
Garbage disposal						
Grill						
Mixer						
Steamer						
Toaster						
Microwave						
Gas Connections						
Check for odor of gas						Contact gas company immediately
Bubble test for leaks						
Valve condition						
Gas line condition						
Exhaust system						
Hood function/condition						
Grease trap function/condition						
Filter condition						
Exhaust duct condition						
Fan function/condition						
Supply duct conditions (if applicable)						
Fire extinguisher(s)						
Tag currency						
Placement						
Housing condition						
Hose condition						
Overall condition						

Floor condition						

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Date						Comments
Dining Room						
Fire safety						
Electrical outlet condition						
Positioning of paper/flammable materials away from heat source						
Accessible route						
Visible exit						
Furniture						
Surface conditions						
Part conditions						
Cleanliness						
Stability						
Overall condition						
Walls/Ceilings						
Paint condition						
Plaster/drywall condition						
Acoustitized material						
Overall condition						
Flooring						
Plumbing (as applicable)						
Sink conditions/drainage						
Overall condition						
Coffee makers/hotplates						
Overall condition						
Trash receptacles						
Sanititation condition						
Stability						
Overall condition						
Fire extinguisher(s)						
Tag currency						

Placement						
Housing condition						
Hose condition						
Overall condition						
ADA accessibility						
Lounge/Library						
Fire safety						
Electrical outlet condition						
Positioning of paper/flammable materials away from heat source						
Accessible route						
Visible exit						
Furniture						
Surface conditions						
Part conditions						
Cleanliness						
Stability						
Overall condition						
Flooring						
Coffee makers/hotplates						
Overall condition						
Trash receptacles						
Sanitation condition						
Stability						
Overall condition						
Fire extinguisher(s)(if applicable)						
Tag currency						
Placement						
Housing condition						
Hose condition						
Overall condition						

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Date						Comments
Lodge Room						

Fire safety						
Electrical outlet condition						
Positioning of paper/flammable materials away from heat source						
Accessible route						
Visible exit						
Furniture						
Surface conditions						
Part conditions						
Cleanliness						
Stability						
Overall condition						
Trash receptacles						
Sanititation condition						
Stability						
Overall condition						
Fire extinguisher(s)(if applicable)						
Tag currency						
Placement						
Housing condition						
Hose condition						
Overall condition						
ADA accessible						
Curtains						
Positioning away from heat source						
Cleanliness						
Risers						
Overall condition for tripping hazards						
Marquees/message boards						
Cleanliness						
Condition of wiring						
Condition of bulbs						
Area lighting						
Bulb condition						
Switch condition						
Guard condition						

Fixture condition and stability						
Overall condition						
Control console condition						
PA/speaker system						
Wiring condition						
Fixture condition and stability						
Control overall condition						
Trash receptacles						
Sanititation condition						
Stability						
Overall condition						
Walls/Ceilings						
Paint condition						
Plaster/drywall condition						
Acousticized material						
Overall condition						
Clock operation						
Closets/storage areas						
Door/lock operation						
Overall appearance						
Lobby/entrance area						
Accessibility						
Signage						
Cleanliness						
Currency of message						
General appearance						
Overall condition						
Emergency Exit visibility/lighting						
LANDSCAPE						
Drains						
Proper water flow						
Piping conditions						
Cover conditions						
Irrigation system (if applicable)						
Sprinkler head operation						

Piping integrity						
Runoff conditions						
Grounds						
Surface condition						
Overall appearance						
External signage						
Fences (if applicable)						
Overall condition						
Sidewalks						
Overall condition						
Steps/walkways						
Step integrity						
Handrail condition						
ADA compliance						

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Date						Comments
HVAC						
Lubrication						
Housing stability						
Connection condition						
Air filter inspection						
Evaporator coil condition						
Condensor coil condition						
Refrigerant charge						
Blower components clean						
Condensate drain clear						
Inspect belts						
Inspect blower bearings						
Verify heating/cooling systems operable						
Check thermostat calibration						
Heating systems (if applicable)						
Equipment cleanliness						
Flow switch operation						
Mechanical equipment operation						

Pull header condition						
Pump(s) function						
Safety limit switch						
Water temperature						
Overall condition						

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Date						Comments
Boilers (if applicable)						Inspection by a certified boiler inspector
Air heater function						
Auxiliary equipment function						
Backfeed pumps function						
Blowoff and blowdown lines function						
Boiler room log condition						
Burner and control condition						
Deaerator function						
Energy efficiency						
Electrical power function						
Feedwater supply function						
Feedwater treatment/control						
Firing rate control						
Fuel supply line condition						
Heat recovery equipment condition						
Limit device condition						
Pressure guage and relief valves function						
Overall cleanliness						
Overall condition						
Structural Integrity						

Foundation condition						
Joist condition (rot, termites, bowing)						
Overall building integrity						
Sill condition						
Stud conditions (rot, termites, bowing)						
Wall condition (masonry defects)						

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Date						Comments
Electrical Systems						
Equipment cleanliness						
Distribution system						
Connection conditions						
Overall condition						
Circuit breakers						
Oil level and potential leakage						
Hardware condition						
Porcelain condition						
Cotter pin condition						
Air supplier condition						
Fuses						
Insulator conditions						
Fuse holder condition						
Hardware condition						
Overall condition						
Wiring overall condition						
Hot water heater						
Circulation pump connections						
Gas flame color (blue w/ yellow tip)(as applicable)						
Pilot function						
Tank plate/jacket condition						
Door and lock function						
Drain valve lubrication/function						

Gas shut off valve (as applicable)						
Pressure relief valve						
Temperature setting						
Flue and chimney condition						
Vent condition						
Utility room cleanliness						